

Alleghany/Roanoke City Health Districts
Application for a Temporary Food Event Permit
Applications Must be Submitted at Least 10 Days BEFORE the Event



Name of Event: _____ Date(s): _____

Address of Event: _____ Proposed Setup Time: _____

Event Coordinator: _____ Phone #: _____

Vendor's Business Name: _____

Vendor's Ownership Name: _____

Vendor's Address: _____

Vendor's Primary Phone: _____ Email: _____

Vendor's Contact Name: _____ Primary Phone #: _____

VDH Permit Fee - \$40 Per Calendar Year – Fee Submitted With Application: Yes No

If Prepaid - Receipt Must Be Submitted With This Application: Receipt # _____

Fee Exempt: Yes (Reason-See back of page for exemptions): _____

Vendor Unit Type: VA Permitted Mobile Unit Trailer Tent Building On Site

Water Supply: Is Running Water Available? Yes No If no, describe source: _____

Method of Sewage Disposal: Is public sewer available? Yes No If No, source of sewage disposal: _____ **No Waste Water to be dumped on ground!**

Complete **All** Information & Submit with Applicable Fee. **Failure may result in Denial of Application.**

Food & Beverages	Sources of Food & Beverages	Where Food is Prepared	Food Preparation Methods
Method of Cleaning & Sanitizing Utensils	Hand Washing Methods	Restricted Public Access	Hot & Cold Holding Methods

Certification: I have read the attached Procedures & Guidelines, understand them, and will comply with their requirements. I understand that failure to comply may result in a permit not being issued or permit suspension, as per the **Commonwealth of Virginia, Board of Health, Food Regulations, 12 VAC 5-421.**

Signature: _____ Date: _____

Print Name: _____

April 18, 2013

Temporary Food Event Permit Fee and Application Information

Effective July 1, 2011, a one-time per calendar year fee of \$40 became effective. No additional fees are required for the remainder of the calendar year. This fee applies to a single business regardless of the number of mobile units or setups owned. Vendors are required to present a copy of the Virginia State Permit Receipt with each Application submitted for a Temporary Food Event.

For the purpose of implementing the **Commonwealth of Virginia, Board of Health, Food Regulations, 12 VAC 5-421**, the following are exempt from the definition of a "Food Establishment" and are exempt from Temporary Vendor's Food Permit Fees:

Churches, schools, fraternal and social organizations and volunteer fire departments and rescue squads that hold dinners and bazaars of not more than one time per week or not in excess of two days duration at which food is prepared in homes of the members, or in the kitchen of the church or organization and is offered for sale to the public.

In addition, an **individual** who participates in only one event per calendar year and the event is within the locality in which the individual resides, then the individual is exempt from the fee requirement for this one event. **This one-time per year exemption does not apply to organizations or corporations.**

Once you have completed your application return it with proper payment **at least 10 working days** before the event to the appropriate health department checked below. If you wish to pay by Credit Card, please complete that information below for Credit Card Payment or call the appropriate health department office checked.

If you prefer to make payment by Credit Card, please complete the following information or call the office checked.

Type of Credit Card: Visa _____ MasterCard _____

Account#: _____ - _____ - _____ - _____ / _____ / _____

Print Name on Card: _____ Signature: _____

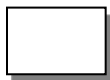


Roanoke City Health Department (Covers Roanoke City, Roanoke County, City of Salem and Craig County)

1502 Williamson Road, NE, Civic Mall, 2nd Floor, Roanoke VA 24012

Phone: (540) 204-9764 Fax: (540) 857-7315

Email: Kathy.Hartman@vdh.virginia.gov

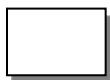


Botetourt County Health Department

POB 220 Fincastle VA 24090

Phone: (540) 473-7203

Fax: (540) 473-8242 Email: Robyn.Rader@vdh.virginia.gov



Alleghany/Covington Health Department

POB 747, Covington VA 24426

Phone: (540) 962-2173X112, Fax: (540)- 962-8353,

Email: Michelle.Cash@vdh.virginia.gov

April 18, 2013